

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted <b>(No Resumes)</b> )	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100G** – Certification of Availability of Key Personnel

**(These forms are not included in the proposal maximum page count.)**

# **CONCEPTUAL CORRIDOR PLAN FOR U.S. 12 HERITAGE TRAIL/MICHIGAN AVENUE FROM BEECH-DALY ROAD TO HENRY RUFF, INKSTER, MICHIGAN**

## **I. General Purpose**

This Request for Proposals (RFP) provides interested consultants with specific information to prepare and submit a proposal:

- To develop, with community input, a Conceptual Corridor Plan for U.S. 12/Michigan Avenue – a designated Michigan Heritage Route – through the City of Inkster, Michigan, to determine required future laneage (based on traffic forecasts) and opportunities for streetscaping and nonmotorized amenities.

The Michigan Department of Transportation (MDOT) Metro Region Office is requesting the study to provide guidance for the future rehabilitation of the roadway through Inkster.

## **II. Type of Contract**

The contract will be a cost plus fixed fee contract to begin upon award and continue through September 30, 2007. If a contract is entered into as a result of this RFP, it will include all necessary information as required in the Scope of Work. The contract must comply with federal-aid transportation project requirements.

This RFP is issued by the Metro Region Office, Michigan Department of Transportation. All inquiries and requests for information from MDOT staff related to this RFP must be submitted to the Project Manager:

Jeffrey A. Edwards, Transportation Planner  
Michigan Department of Transportation  
18101 W. Nine Mile Road  
Southfield, Michigan 48075  
(248) 483-5114

Verbal inquiries or requests for information shall not be made of MDOT staff. Any attempt on the part of any consultant or any of its employees, agents or representatives to contact MDOT staff with respect to this RFP, other than as described above, may lead to disqualification.

A detailed scope of work is included below. The consultant will be responsible for all aspects of this project as defined in the attached scope of work. This includes data gathering, compilation, analysis, report development, and revisions requested by the MDOT Project Manager.

**For conducting traffic analysis for the corridor, the project team must include a traffic engineer.**

### **III. BACKGROUND**

The Michigan Avenue/U.S. 12 Heritage Route is an eight-lane divided boulevard from Henry Ruff to Beech-Daly in Inkster. The community's downtown area is not located on Michigan Avenue, but there are many businesses located along the boulevard. The Average Daily Traffic (ADT) through Inkster in 2004 was estimated at 43,500 vehicles. Traffic increases to the east through Dearborn toward the Southfield Freeway (M-39). Traffic generally decreases to the west through Wayne toward I-275.

Once a busy gateway into Detroit, the highway is now underutilized. Excess capacity on the roadway offers opportunities for MDOT and Inkster to develop nonmotorized facilities and streetscape amenities, which will promote economic development in the area.

In 2004, U.S. 12, stretching 212 miles from Cadillac Square in Detroit to Lake Michigan, was named a Michigan Heritage Route. It is now known as the U.S. 12 Heritage Trail. The U.S. Heritage Trail Corridor Management Plan's inventory of cultural and historic features notes the Inkster area for its "1950s Era Motel Signs," significant to the corridor's past as a major route for automobile travel and tourism. Although a small piece of the overall Trail, the Conceptual Corridor Plan created for Inkster will be considered an important part of the Heritage Route plan.

### **III. SCOPE OF WORK**

The goal of this study is to provide a conceptual plan for the Michigan Avenue corridor through Inkster that will guide upcoming roadway rehabilitation projects. Key elements of the study include future traffic and capacity issues; nonmotorized facilities and linkages; and streetscaping.

A detailed scope of work follows. The consultant will be responsible for all aspects of this project as defined in the attached scope of work. This includes data gathering, compilation, analysis, report development, and revisions requested by the MDOT Project Manager.

Deliverables are outlined in Section C.

#### **A. Conceptual Corridor Plan for Michigan Avenue/U.S. 12 Heritage Route City of Inkster, Wayne County**

##### **Conceptual Plan to Guide Future Roadway Rehabilitation Projects and Enhance Redevelopment of the U.S. 12 Corridor**

##### **1. Objective**

The conceptual corridor plan for the Michigan Avenue/U.S. 12 Heritage

Route, from Henry Ruff to Beech-Daly, includes the following objectives:  
1) To determine the capacity and laneage required in the area for the year 2030; 2) To create a conceptual roadway design that provides sufficient capacity; and 3) to explore the potential for nonmotorized facilities and other pedestrian and streetscape amenities, if feasible.

## **2. Work Plan**

### **a. Inventory**

- (1) Meet with the Michigan Department of Transportation, Wayne County Road Commission and City of Inkster staff. Obtain "As Built" and proposed plans for the U.S. 12 corridor from Henry Ruff to Beech-Daly, as well as any information that is available for roads intersecting and extending at least 300 feet either side of Michigan Avenue. This also includes "greenways" plans for Inkster and adjacent areas.
- (2) Secure recent aerial photography from the Michigan Department of Transportation, Wayne County, Southeast Michigan Council of Governments, or other recognized sources. Perform a field review to note changes in land use or land activity from what is depicted in the photography. Also secure property line locations from MDOT right-of-way plans or from City tax maps so lot frontage, depths and MDOT ownership information can be determined along the corridor.
- (3) Secure and review MDOT guidelines for lane requirements, nonmotorized facilities, on-street parking, pavements and other corridor-related issues.
- (4) Secure traffic volume information and growth forecasts for the area from MDOT, SEMCOG or other recognized sources. Traffic volume information on commercial traffic should be included in the study.
- (5) Utilize aerial photography and field reviews to determine potential traffic generators or problems that may affect the roadway's operation.

### **b. Analyze the Issues**

- (1) Provide an analysis of the corridor, using a combination of aerial photos with overlays, maps and reports, that includes the following: 1) Existing and proposed land uses and greenway/pedestrian plans for the Inkster corridor; 2) Property information that shows corridor rights-of-way; 3) Traffic forecasts at five-year intervals through 2030 – including commercial traffic forecasts -- and the relationship of the forecasts to required laneage and capacity of Michigan Avenue; 4) A list of traffic problem locations or major traffic generators expected along the corridor; 5) An examination of the feasibility and location of nonmotorized lanes and

pedestrian amenities, which incorporates guidelines and standards; and  
6) Any other site analysis information that is significant to the corridor study.

**c. Conceptual Plan Workshop**

- (1) Early in the study, conduct a “workshop” to receive public input from residents and stakeholders regarding inventory and analysis information, and other pertinent issues on the corridor. Preliminary concepts for layout and roadway surfaces will be presented at the workshop. The consultant will seek consensus on plan issues.

**d. Plan Refinement**

- (1) Based on comments from the Steering Team, stakeholders and the workshop, develop a conceptual corridor plan for Michigan Avenue/U.S. 12 through the City of Inkster.
- (2) The consultant will conduct one public meeting (in addition to the workshop) on the conceptual plan, near the conclusion of the study. The meeting should include a formal presentation of the plan and an opportunity for public verbal comment, but also there should be an informal time period where questions may be asked and written comments submitted. All public comments are to be recorded as they pertain to the plan.

The consultant should work with the City of Inkster to provide public comment and input regarding the corridor study via the City's internet web site.

**e. Conceptual Corridor Plan Approval**

- (1) Consultant will present the final plan to the study Steering Team for its approval.

**B. Deliverables**

Following are the deliverables for the corridor study.

1. A written conceptual plan for the Michigan Avenue corridor, by September 30, 2007, that describes all aspects of the planning process, including the inventory, analysis, public involvement and final proposals. The plan shall be produced in hard copy and also in a CD format useable by local agencies three weeks after the approval of the plan. As well as the required maps, plans and illustrations, the plan should include several perspective drawings, or renderings, that highlight primary amenities proposed for the corridor.

Draft and final plans shall be presented on regular size paper (8 ½" by 11") with the exception of maps, sketches and diagrams, which shall be on 11" by 17" paper and folded to match the regular paper. A cover sheet indicating control section, job number, route and location description also shall be included. The consultant will be responsible for printing the required number of all reports for distribution.

All text documents should be produced in Microsoft Word.

2. Conceptual corridor plan presented on aerial photography with proposed street layouts and pedestrian facilities, by September 30, 2007. Aerial photo boards should be presented that include proposals for vehicle and nonmotorized laneage, pedestrian facilities such as crosswalks, and other improvements.
3. At least two public meetings will be conducted, including one workshop for development of the conceptual plan, and one public informational meeting. Also, meetings will be conducted as needed with a study Steering Team consisting of representatives from MDOT, Wayne County, City of Inkster and community organizations.